

TITLE, SERIES, GRADE: Clerk (Student Aide), GS-0303-04

SALARY: \$27,159 per annum

PROMOTION POTENTIAL (IF ANY): None

VACANCY ANNOUNCEMENT NUMBER: 07-CRMSTUD-KS-001

AREA OF CONSIDERATION: All U.S. citizens in the local commuting area.

OPENING DATE: 04/30/07

CLOSING DATE: 10/30/07

NOTE: The cut-off for this announcement will be the 30th of every month.

DUTY LOCATION(S): Department of Justice, Criminal Division, Gang-TECC Unit, Washington, DC

NUMBER OF VACANCIES: One Position

This position is located with the National Gang Targeting, Enforcement & Coordination Center (GangTECC). GangTECC is made up of federal agents from the Federal Bureau of Investigation, the Bureau of Alcohol Tobacco and Firearms, the Drug Enforcement Administration, the United States Marshals Service, the Bureau of Prisons, and the Department of Homeland Security. GangTECC is supervised by a senior prosecutor with the Department of Justice's Criminal Division, and has been tasked with impacting the country's most far reaching and dangerous gangs. Candidates for this position should have a strong academic background, excellent writing and communications skills, and should be pursuing an advanced degree in the area of criminal justice or related field. The candidate must be able to handle sensitive information and pass a background investigation.

DUTIES: This student will be working on legislative, policy and training issues, handling administrative matters and generally assisting the Director of GangTECC in performing his or her responsibilities. Candidates must also be able to travel to and work in Crystal City, Virginia. Some travel outside of Washington, DC may be required as well.

QUALIFICATIONS: A combination of education and experience may qualify you for this position. To be eligible you must maintain a grade point average of 2.0 or better on a 4.0 scale and be taking at least 6 credit hours per semester in an accredited college.

EVALUATION METHODS: Your evaluation will be based on education and experience.

HOW TO APPLY: Submit resume and current transcript (official or unofficial) with cumulative grade point average and an enrollment verification letter from the school registrar on official school letterhead or stationary. Failure to provide this information will result in the loss of

consideration for this position. You can mail your resume and supporting documentation to Department of Justice, Criminal Division, McPherson Square, P.O. Box 27599, Bond, 5th floor, Washington, DC 20038 or e-mail to Crm.Students@usdoj.gov or fax to 202-353-0775.

Applications mailed through the postal service must be received by the closing date.
Applications that are faxed or emailed must be received by midnight of the closing date.

Applicants must submit a copy of their current college transcript or a list of college courses that includes hours and grades and their cumulative grade point average..

You may apply by submitting a Resume or an "Optional Application for Federal Employment" (OF-612) for this vacancy announcement. **Resumes must include** the following information (in addition to specific information requested elsewhere in this vacancy announcement): announcement number, veteran's preference, social security number and date of birth. Applications should include all experience, education, training, self-development, awards, commendations, outside activities, or other information relevant to the announced vacancy.

NOTE:

- This position is in the excepted service. It is excluded from provisions of the career transition assistance program.

- Positions may be full-time or part-time. Applicants should indicate availability for part-time work schedules on their applications. Candidates who do not indicate availability will be considered only for full-time positions.

- A background security investigation will be required for all new hires. Appointment will be subject to the applicants successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Kim Smith
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